



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COMMUNITY HEALTH NURSE IV	39	B	10.375
COMMUNITY HEALTH NURSE III	37	B	10.376
COMMUNITY HEALTH NURSE II	35	B	10.377
COMMUNITY HEALTH NURSE I	33	B	10.378

### SERIES CONCEPT

Community Health Nurses provide professional nursing services requiring licensure as a Registered Nurse in clinics, homes, schools, and other community settings. Services include community-focused individual and group education for health promotion and risk identification and reduction, diagnosis and treatment of sexually transmitted diseases and other gynecological conditions according to established protocols, and delivery of individualized preventive health care.

Provide family planning services; initiate a medical record; obtain health information including specimens and samples as required; educate and counsel clients regarding family planning choices and preventive health measures; dispense birth control supplies and contraceptives according to established procedures.

Identify and treat communicable and sexually transmitted diseases; conduct health screenings, and collect laboratory specimens according to protocol; analyze and interpret test results; dispense and monitor treatment regimen; conduct epidemiological investigations and case management of clients and contacts; comply with safety and health standards; complete administrative forms, documentation, and reporting requirements; educate and counsel clients on reducing risk behaviors to prevent infection.

Conduct infant and child health assessments and counseling; obtain medical history; conduct physical and developmental assessments including the Denver Developmental Screening Test to evaluate child's gross motor, language, fine motor-adaptive, and personal-social skills; teach and counsel parents in parenting skills; make referrals to area specialists and programs; counsel clients on program requirements; and follow up with clients as required regarding health status and treatment results.

Administer immunizations, determining type and correct dosage required; counsel and educate patient or guardian regarding potential side-effects and appropriate comfort measures after vaccination; document client's immunization record.

Perform adult health assessments and identify both physical and emotional health problems; provide treatment within established protocols and/or refer client to appropriate medical specialist or program.

Consult and collaborate with organizations and agencies in the community to encourage health, wellness, and disease prevention; participate in health fairs and special clinics; conduct home visits as necessary; network with community groups, senior services, and schools regarding health related issues; respond to medical and health questions by answering general questions and referring callers to appropriate services.

Perform administrative duties including compiling narrative reports and statistics; submit required paperwork and documents for budgets; maintain accurate medical records and inventory of supplies; provide work direction to county employees, volunteers and student nurses as assigned.

Perform related duties as assigned.

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## CLASS CONCEPTS

**Community Health Nurse IV:** Under general direction, incumbents are licensed Women's Health Nurse Practitioners or Family Practice Nurse Practitioners with supervisory responsibility for the delivery of public health nursing care and the operation of community health clinics in a region of the State; coordinate clinic staffing and family planning program activities between clinic sites and communities; develop, implement, and evaluate clinic protocols; ensure medical equipment and supplies are available; provide general and technical supervision to subordinate staff.

In addition to performing the full range of duties described in the series concept, participate in scheduled family planning clinics which include: conducting annual physical exams; performing laboratory tests such as pap smears; counseling clients on various birth control methods; prescribing and dispensing birth control medications and devices; and providing training and acting as a preceptor for nurse practitioners in-training and sexually transmitted disease nurse clinicians.

**Community Health Nurse III:** Under general supervision, incumbents are licensed Women's Health Nurse Practitioners or Family Practice Nurse Practitioners and perform the full range of duties described in the series concept. In addition, they participate in scheduled family planning clinics which include: conducting annual physical exams; performing laboratory tests such as pap smears; counseling clients on various birth control methods; and prescribing and dispensing birth control medications, and devices; provide training and act as a preceptor for nurse practitioners in-training and sexually transmitted disease nurse clinicians. Incumbents may supervise professional nursing and support staff assigned to a community health clinic and its satellite offices including providing work direction, and resolving patient care and staffing issues; assign and review work, evaluate performance, and provide counseling and discipline of subordinate staff.

**Community Health Nurse II:** Under general supervision, incumbents perform the full range of duties described in the series concept either in conjunction with other nurses in an urban clinic or independently in a small rural clinic. Incumbents may provide work direction to other professional nurses and support staff. This is a professional nurse, and incumbents function at the journey level.

**Community Health Nurse I:** Under immediate supervision, incumbents acquire skills and experience in performing duties described in the series concept. This is the trainee level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

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## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* Current driver's license is required.
- \* Some positions require current certification as a communicable disease clinician and will be designated at the time of recruitment.
- \* A bachelor's degree in nursing is equivalent to a diploma or associate's degree in nursing and one year of experience.

### COMMUNITY HEALTH NURSE IV

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada, certification as a Women's Health Nurse Practitioner or Family Practice Nurse Practitioner, and four years of professional community health nursing experience, one of which must have included supervisory responsibilities. (*See Special Notes and Requirements*)

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## MINIMUM QUALIFICATIONS (cont'd)

### COMMUNITY HEALTH NURSE IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** principles and practices of supervision. **General knowledge of:** minimum staffing requirements for a clinic; budgeting process including the cost impact of staffing levels and overtime. **Ability to:** supervise community health nurses including organizing work flow to accomplish established objectives; provide training and review effectiveness of subordinate staff; prepare and defend budgets; demonstrate nursing leadership skills and act as a role model to staff; write concise and informative reports; develop and implement plans of action and evaluate outcomes; carry out multiple assignments and meet deadlines; efficiently schedule staff; identify service and staff needs; motivating others; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** minimum staffing requirements for assigned community health clinics; budgeting process including the cost impact of staffing levels and overtime.

### COMMUNITY HEALTH NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada, certification as a Women's Health Nurse Practitioner or Family Practice Nurse Practitioner, and three years of professional nursing experience in a community health setting; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** documentation process; human anatomy and advanced patho-physiology and pharmacology; current medical terminology; physical examination methods and techniques. **Working knowledge of:** medical and psychiatric diagnoses and major signs and symptoms including familiarity with the DSM-4 and ICD-9 diagnostic and procedure manuals; practices, methods and procedures used in community health nursing; medication protocols including therapeutic effects, side effects and toxicity, and common dosages; medical diagnosis and treatment procedures of physical and mental illness within the authorized scope of practice; State Board of Health, NRS and NAC standards. **Ability to:** interview patients to elicit information concerning health and medical history, symptoms and/or complaints; clinically assess, diagnose, and treat illness and health conditions within authorized scope of practice; properly interpret results of examinations, laboratory tests and X-rays; develop, implement and evaluate a medical care plan; provide patient education and counseling; prepare and maintain medical records, charts and reports; maintain patient confidentiality; develop and maintain effective working relationships with medical colleagues, preceptor and patients; *and all knowledge, skills and abilities required at lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** departmental policies and procedures; treatment protocols specific to community health nursing.

### COMMUNITY HEALTH NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience, one year of which was in a community health setting; **OR** one year of experience as a Community Health Nurse I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

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### MINIMUM QUALIFICATIONS (cont'd)

#### COMMUNITY HEALTH NURSE II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** nursing principles and therapeutic interventions utilized in community health nursing; uses and effects of medications used in community health nursing; documentation process; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; health education and training techniques; clinic staffing requirements; community health service programs and resources. **General knowledge of:** applicable regulatory standards; routine laboratory tests and diagnostic procedures. **Ability to:** respond and resolve patient care issues within established and accepted nursing practice; work independently and follow through on assignments with minimum direction; *and all knowledge, skills and abilities required at lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Ability to:** diagnose and treat uncomplicated sexually transmitted and other communicable diseases within established protocols; provide nursing services at multiple sites and facilities; justify budgetary requests for supplies, equipment and staffing; demonstrate positive public relations skills.

#### COMMUNITY HEALTH NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and one year of professional nursing experience; **OR** one year as a Registered Nurse I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** current nursing practices, principles, methods and procedures; universal precautions and infection control techniques and procedures. **General knowledge of:** application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; medical terminology sufficient to communicate with other health care providers; documentation process; uses and effects of medications used in nursing and laws regulating the dispensing of medication; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures. **Ability to:** interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; counsel clients and explain treatment plans; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to individuals, groups, and families; establish and maintain cooperative working relationships with supervisors, staff, patients and families.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Community Health Nurse II.)*

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.375</u>	<u>10.376</u>	<u>10.377</u>	<u>10.378</u>
ESTABLISHED:	3/1/85	7/16/66	4/1/66	4/1/66
REVISED:		10/19/78R	10/19/78R	10/19/78R
		3/9/79PC	3/9/79PC	3/9/79PC
REVISED:		3/1/85	3/1/85	3/1/85
REVISED:		11/13/87-3		
REVISED:	7/1/89LG	7/1/89LG	7/1/89LG	7/1/89LG
REVISED:		3/13/90-3		
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	7/1/99P	7/1/99P	7/1/99P	7/1/99P
	10/2/98PC	10/2/98PC	10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG	7/1/03LG